

Special Education Child Count December 1, 2014



Software Instructions

12/1/14 Child Count
Due no later than December 15, 2014

6/30/15 Child Count
Due no later than July 15, 2015

IT Team: Data Management & Analysis
(802) 479-1044



Table of Contents

GENERAL INFORMATION	2
Minimum System Requirements	2
Technical Support	2
Installation Instructions	2
Starting the Application	2
Submitting Data	3
MAIN MENU OPTIONS	4
Child Count Main Menu – Quick Reference	5
Work with Student Data	6
Add/Edit Student Records	6
Import Data	8
Import Data from Child Count 2013 Data	8
Import Excel Spreadsheet File	9
Import Comma SpedEdDoc Records	10
Import Exited SpedEdDoc Records	11
Data Submission	12
Export 12/1/2014 Records	12
Export 6/30/2015 Records	12
Contact Information	14
Create Reports	14
IEP due Date Report	15
Last Most Recent Eval Date Report	15
Students by Primary Disability	15
Students by Case Manager	15
Students by School	15
Summary Reports	15
Child Count Uploader Instructions	Error! Bookmark not defined.
APPENDIX A: Importing an Excel File	16
APPENDIX A: Importing an Excel File – cont.	17
APPENDIX B: Importing a Comma Delimited File	18
APPENDIX B: Importing a Comma Delimited File – cont.	19
APPENDIX C: Definitions – Data Fields	20
APPENDIX D: Data Field Code Value	23

GENERAL INFORMATION

Minimum System Requirements

CPU

Office 2003 requires a computer Pentium processor with a clock speed of at least 233 megahertz (MHz). Microsoft recommends a computer with a Pentium III or faster processor.

Operating System

Supports only the 32-bit edition of Access 2010: Windows XP with Service Pack (SP) 3, Windows Server 2003 SP2, MSXML 6.0.

Memory

Microsoft recommends that your computer have a minimum of 128 MB of RAM. An additional 8 MB of RAM are required for each Office 2003 program that runs at the same time.

Available Hard Disk Space

Office 2003 requires 400 MB of available hard-disk space. Hard disk requirements vary, depending on your configuration. Custom installation choices may require more or less hard disk space.

Disk Drives

Office 2003 requires a CD-ROM drive (or compatible DVD-ROM drive) for installation.

Technical Support

Call (802) 479-1044 for assistance with the data entry program.

Installation Instructions

See the Secure File Transfer instructions for downloading your SU's 2014 Child Count Database.

Starting the Application

Start Microsoft Access. Open the database by selecting "open" under the File menu and browsing for the application. If you followed the instructions above, you will find the application at C:\ChildCount2015\ChildCountDateEntry2015_SU0XX.mdb. The program's "Main Menu" will open automatically. This year a password has been added

to the Access program to further protect the student's data. When you open the application, you will be prompted for a password, which is simply "cc15".

Submitting Data

Please submit completed data no later than December 15, 2014. Separate instructions for uploading the files via the secure file transfer protocol are available on our data collection website at

http://education.vermont.gov/new/html/pgm_IT/data_collection.html.

MAIN MENU OPTIONS

Child Count Application School Year 2014-2015 -- Washington West S.U. SU042

Washington West S.U. SU042

Vermont Agency of Education

Work with Student Data	Create Reports
<input type="checkbox"/> Add/Edit Student Records	<input type="checkbox"/> IEP Due Date Report
Import Data	<input type="checkbox"/> Last Most Recent Eval Date Report
<input type="checkbox"/> Import Child Count Previous Year's Data (Access)	<input type="checkbox"/> Students by Primary Disability
<input type="checkbox"/> Import Excel Spreadsheet File	<input type="checkbox"/> Students by Case Manager
<input type="checkbox"/> Import SpEdDoc Records	<input type="checkbox"/> Students by School
<input type="checkbox"/> Import Exited SpEdDoc Records	<input type="checkbox"/> Summary Reports
Data Submission	<input type="checkbox"/> Assurance Form
<input type="checkbox"/> Export 12/1/2014 Records - Due 12/14/2014	Application
<input type="checkbox"/> Export 6/30/2015 Exited Records - Due 7/15/2015	<input type="checkbox"/> Exit Child Count Application
<input type="checkbox"/> Contact Information	
Data Questions? Call 479-1208	Software Questions? Call 479-1044

AOE School Year 2014-2015 Special

Child Count Main Menu – Quick Reference

Work with Student Data	
Add/Edit Student Records	This button brings the user to a form where he/she can add new students or edit existing student records. See page 6 for more information about this option.
Import Data	
Import Child Count Previous Year's Data (Access)	This import screen allows the user to import student data from last year's Child Count Access Application. Use this feature only if you have kept last year's information up-to-date and would like to import it into this year's data entry program. The current application is pre-loaded with data as submitted to fulfill last year's December 1 requirement. See Page 7 for more information about this option.
Import Excel Spreadsheet File	This import screen allows the user to import student data stored in an Excel spreadsheet file. See page 7 and Appendix A for more information about this option including file specifications.
Import SpedEdDoc Records (Comma Delimited File)	This import screen allows the user to import student data stored in a comma delimited text file. Choose this option if you are importing from the SpedEdDoc program using FileMaker Pro. See page 8 and Appendix B for more information about this option including file specifications.
Import Exited SpedEdDoc Records (Comma Delimited File)	This import screen allows the user to import student data stored in a comma delimited text file. Choose this option if you are importing from the SpedEdDoc program using FileMaker Pro. See page 8 and Appendix B for more information about this option including file specifications.
Data Submission	
Export 12/1/2014 Records	Use this feature to create a secure file transfer file to send to the AOE for the December 1 st Child Count data collection. Before exporting, the program runs checks on the data and creates an error log to notify the user of any problems with entered data. Once the error log has been reviewed, and critical errors corrected, the user may export the data to a secure file transfer file for submission to AOE. See pages 9-10 for more information about this option.
Export 06/30/2015 Exited Records	Use this feature to create a secure file transfer file to send to the AOE for the June 30 th Child Count data collection. Before exporting, the program runs checks on the data and creates an error log to notify the user of any problems with entered data. Once the error log has been reviewed and critical errors corrected the user may export the data to a secure file transfer file for submission to AOE. See pages 9-10 for more information about this option.
Contact Information	This form allows entry of the name and telephone number of the person the AOE may contact in the event there are questions concerning the data submitted. This information is required.
Create Reports	
IEP Due Date Report	Report of students whose last IEP date falls within a period determined by the user.
Last Most Recent Eval Date Report	Report of students whose last evaluation falls within a period determined by the user.
Students by Primary Disability	Report of students by each primary disability.

Students by Case Manager	Report of students by each case manager.
Students by School	Report of students by each facility.
Summary Reports	Report of active students by the above categories, or a report of exited students.
Application	
Exit Child Count Application	This button closes the application. All data will be saved before exiting.

Work with Student Data

Add/Edit Student Records | Supervisory Union: Washington West S.U.

STUDENT ID: 0 | LAST NAME: KELLEY | FIRST NAME: DAVID | MIDDLE NAME: | GENERATION: | BIRTHDATE: 11/24/1999 | GENDER: M

GRADE: 10th Grade - H.S. Sophomore | PRIMARY LANGUAGE: ENGLISH | ETHNICITY: Not Hispanic or Latino | EDUCATIONALLY RESPONSIBLE TOWN: Plainfield

Race (choose at least one)

American Indian: N | African American: N | White: Y | Native Hawaiian Pacific Islander: N | Asian: N

Special Ed Info | School Info | Primary Contact Info

INITIAL EVALUATION DATE (optional): 01/01/2000 | MOST RECENT EVALUATION / AGREEMENT TO CONTINUE DATE: 01/01/2014 | IEP/ISP MEETING DATE: 01/02/2014

PRIMARY DISABILITY: Learning Impairment | SECONDARY DISABILITY: | AUTISM SPECTRUM: None | ADD/ADHD: N | D.D. QUALIFICATION: Not applicable (not Development)

CASE MANAGER: DPK | EDUCATIONAL ENVIRONMENT/PLACEMENT: Ages 6 to 21: Inside Regular Classroom at least 80% of time | MULTI YEAR PLAN?: N | COOR SERV PLAN?: N

CHILD COUNT CAT: IDEA Services Plan | CUSTODY STATUS: Parent(s)

Exit Status: EXIT DATE: | EXIT REASON: | **Part C**: REFERRED FROM PART C: N | NOTES:

Right sidebar buttons: Sort by Student ID, Sort by Last Name, Sort by Grade, Search by Student ID, Search by Student Name, Save Record, Add New Record, Current Student Report, Main Menu

Add/Edit Student Records

You may add or edit student records via this screen. The user will be prompted to save record after making any changes. To save the changes click yes, if not, click no.

Options for managing records are available through buttons on the right side of the form.

Sorting

The **sort order** buttons allow the user to control the sequence in which records are displayed.

- **Sort by Student ID** – Sorts records in ascending order by student ID numbers

- **Sort by Last Name** – Sorts records in ascending order by last name
- **Sort by Grade** – Sorts records in ascending order by grade

Searching

The **search** buttons allow the user to search through the records for a particular student.

- **Search by Student ID** – Search for a student by using a known student ID
- **Search by Student Name** – Search for a student record by name

Save Record

This button saves any changes made to the current record and moves to the next student's record.

Add New Record

Use the “Add New Record” button if you need to include information for a student not already in the database. **Before entering a new record, please use the search options to verify that the student is not already in the data provided.**

Main Menu

Returns to the main menu and asks if the record needs to be saved.

NEW EEE TAB

If you have a EEE Student make sure that the information on the new EEE tab is filled out completely.

Special Ed Info | School Info | Primary Contact Info | EEE

This section must be completed for EEE students with IEPs dated 9/1/2013 and later. EEE exiting information must be provided only when a EEE student with an IEP dated 9/1/2013 or later exits EEE. See the Child Count Reporting Instructions for more information.

Progress Monitoring Method: GOLD

Entry Date: 11/5/2012 Exit Date:

Outcome A Entry Score: 1 Outcome A Exit Score: Outcome A Progress at Exit:

Outcome B Entry Score: 2 Outcome B Exit Score: Outcome B Progress at Exit:

Outcome C Entry Score: 1 Outcome C Exit Score: Outcome C Progress at Exit:

Search by Student Name

Save Record

Add New Record

Current Student Report

Main Menu

Import Data

The application allows the user to import student data from one or more tables. These tables may be in your Child Count 2015 Maintenance Application or in either a fixed width or comma delimited text file that you have created from another application containing your student data.

If more than one table is imported, the user will be able to either overwrite previous imports or add the data from subsequent imports to the information in the first table that is imported. Therefore, if you currently keep active and exited student data separate, you may import both tables into one new table in this year's application. When importing exited student information, only those students who have exited since December 1, 2011 should be included.

Import Data from Child Count 2014 Data

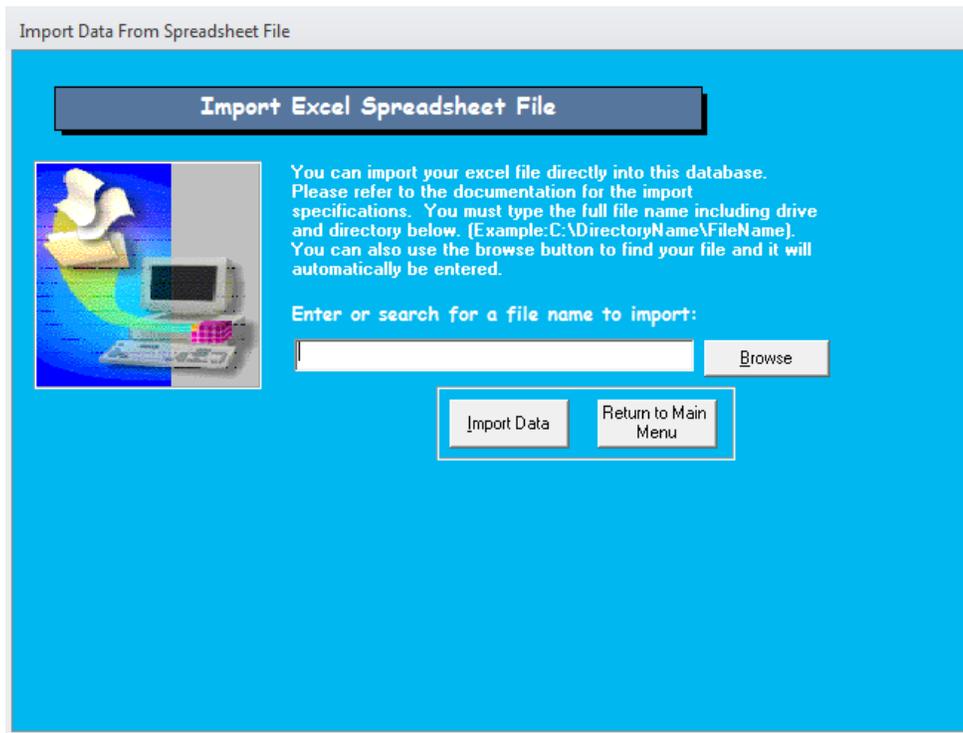
This import screen allows the user to import data stored in either last year's Access Child Count or the Maintenance version that was sent out for use throughout the past year. Use this feature if your Supervisory Union has kept up-to-date student information in this database. Simply enter the file name of the Maintenance Program and click on "Import Data."

Import Student Data from the AOE 2013 Maintenance Program

Import Child Count Previous Year's data

You can import the MICORSOFT ACCESS Child Count 2013 MAINTENANCE database directly into this database. You can also use the browse button to find your file and it will be entered automatically. You may also type the full file name including drive and directory (eg C:\DirectoryName\FileName). Please make sure you are importing from the correct MAINTENANCE program

Enter or search for a file name to import:



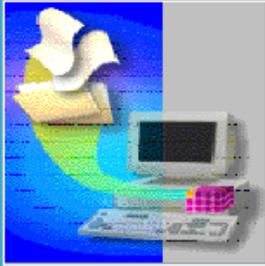
Import Excel Spreadsheet File

This import screen allows the user to import data stored in an Excel file. Use this feature if your Supervisory Union has up-to-date student information in this format.

Please see Appendix A for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may re-import your text file.

Import Data from Comma Delimited Text File (SpEdDoc)

Import Comma Delimited Text File (SpEdDoc)



You can import your comma delimited text file from SpEdDoc directly into this database. Please refer to the documentation for the import specifications. You can type the full file name including drive and directory below. [Example:C:\DirectoryName\FileName]. You can also use the browse button to find your file and it will automatically be entered.

Enter or search for a file name to import:

Import Data – cont.

Import Comma SpEdDoc Records

This import screen allows the user to import data for **December 1st Child Count** stored in a comma delimited text file. Use this feature if your SU has up-to-date student information in this format. This is the option you will use if importing data from the SpEdDoc program. **Please note that the importing in this format has separate utilities for the December 1st Child Count and June 30th Exited Students data collections.**

Please see Appendix B for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may also re-import your text file.



Import Exited SpedEdDoc Records

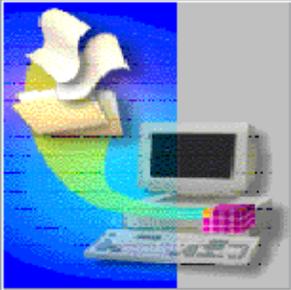
This import screen allows the user to import data for **June 30th Exited Students Child Count** stored in a comma delimited text file. Use this feature if your SU has up-to-date student information in this format. This is the option you will use if importing data from the SpedEdDoc program.

Please see Appendix B for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may also re-import your text file.

Data Submission

DOE Submission

Prepare Student Records for DOE Submission



This procedure will verify data integrity and export records to the drive that you have chosen.

[Preview Error Report](#) [Verify Export Data](#) [Return to Main Menu](#)

Export 12/1/2014 Records

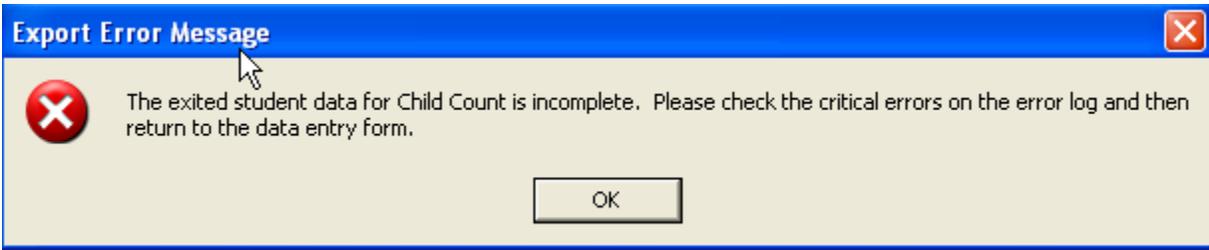
To create a secure file transfer file to send to the AOE for the December 1st Child Count, click the “Export 12/1/2014 Records – Due 12/17/2014” button on the main menu. You will see the above screen.

Export 6/30/2015 Records

To create a secure file transfer file to send to the AOE for the June 30th Child Count, click the “Export 6/30/2015 Exited Records – Due 7/15/2015” button on the main menu. You will see the above screen.

Verify/Export Data

Before exporting the data file (for AOE submission) the software application will execute a series of data checks. If errors are found, the user will see the following messages:



The program will generate an error log, like the one pictured on the next page, listing errors identified by the program. The program will not create a file for submitting until the user has corrected the errors identified as “critical”. Other edit checks identify data which falls out of normal patterns and may generate inquiries from AOE staff but will not prevent export.

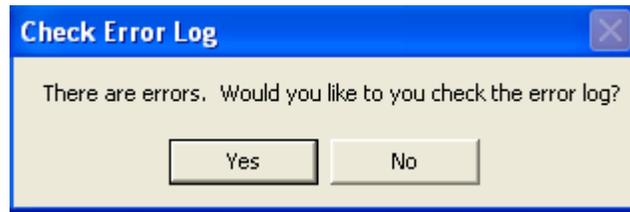
Once the critical errors are cleared, you may click “Export 12/1/2014 Records – Due 12/17/2014” to export your data via secure file transfer.

Please review the errors listed on this form. If there is a “Yes” under Critical Error, you MUST make corrections on the data entry form in order to export the data for DDE. If there is NOT a “Yes” under Critical error and the information is incorrect, please make corrections on the data entry form. If the all the information is correct, you may create a disk for DDE with the button on this form.

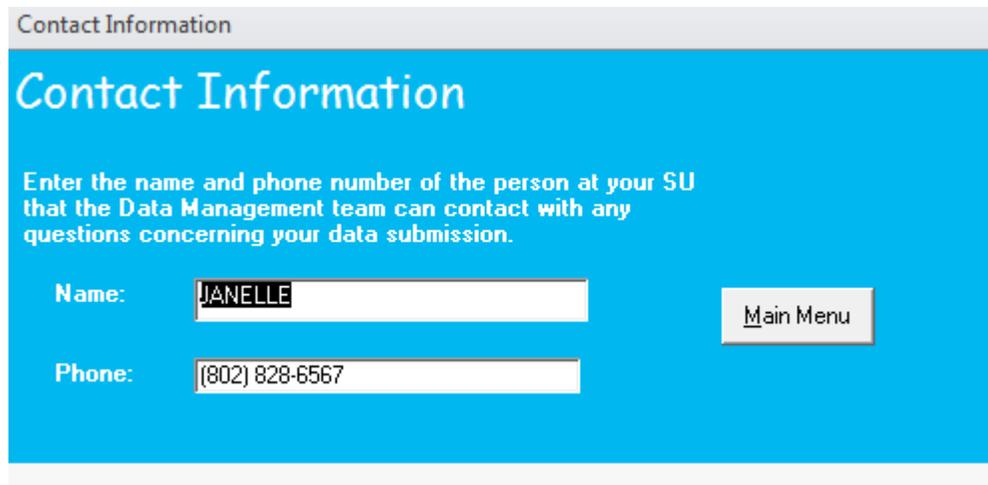
First Name	Last Name:	Error Description	Critical Error?
DAVID	KELLEY	IEP Meeting Date cannot be after 12/1/2013.	Yes
DAVID	KELLEY	If a child is on a Service Plan (Child Count Category 2) or is Unilaterally Placed (Child Count Category 3) then the child should not be attending a public school. Please correct the Child Count Category or the school.	Yes

Data Submission – cont.

When no critical errors are identified, the following message will be displayed.



You may click "No" when asked to look at the error log, and the data file will be copied to the C:\ drive for submission to AOE.

A web form titled "Contact Information" with a blue background. The text reads: "Enter the name and phone number of the person at your SU that the Data Management team can contact with any questions concerning your data submission." There are two input fields: "Name:" with the value "JANELLE" and "Phone:" with the value "(802) 828-6567". A "Main Menu" button is located to the right of the Name field.

Contact Information

Enter name and telephone number of the person the IT Data Team may contact if we have questions concerning the submitted data. You must enter contact information to create a secure file transfer file for the AOE.

Create Reports

Use the buttons included in this section to print any of the reports available. The reports allow different configurations so that you may print them sorted in a way that is best for you. A screen similar to the one below will appear for many of the reports. Use the drop down boxes to determine how you would like your report set up.

IEP Due Date Report

IEP Due Date Report Form

Please choose the IEP Meeting due date ranges, the sort order and the grouping in the boxes below, then click on the "Create Report" button to the right. The date range indicates the time period in which current IEP dates reach their one year anniversary. A separate page will be formatted for each group, and within that group the records will be arranged by primary and secondary sort orders.

IEPs Due Beginning

 Page Break Grouping

 Primary Sort Order

 Secondary Sort Order

IEPs Due Ending

IEP due Date Report

Report of students whose last IEP date falls within a period determined by the user.

Last Most Recent Eval Date Report

Report lists students whose last evaluation falls within a period determined by the user.

Students by Primary Disability

Report of students by each primary disability.

Students by Case Manager

Report of students by each case manager.

Students by School

Report of students by each facility.

Summary Reports

Report of active students by the above categories, or a report of exited students.

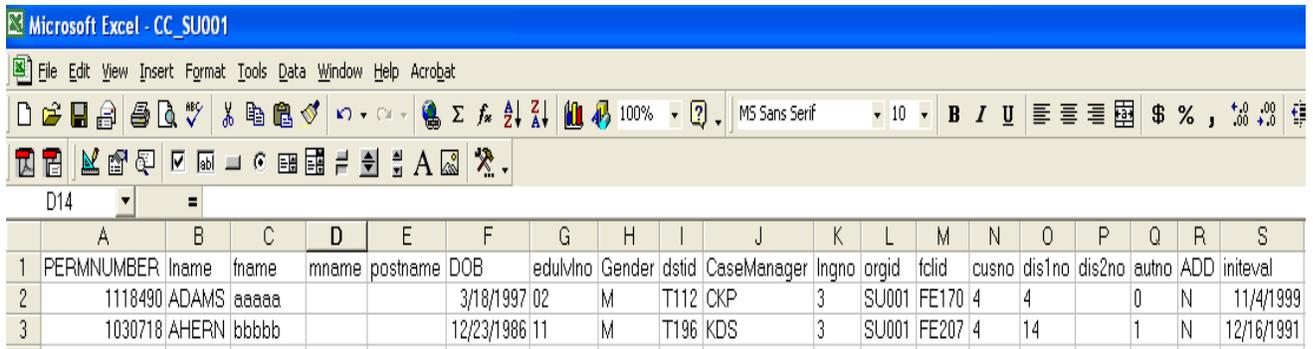
APPENDIX A: Importing an Excel File

Excel Import Table Constraints			
NOTE: Column order must be as appears below.			
Field Name	Start	Width	Type
PERMNUMBER	Number(Long)	7	Assigned by VTAOE.
LNAME	Text	36	A-Z, "-". No apostrophes. Upper Case only.
FNAME	Text	20	A-Z, "-". No apostrophes. Upper Case only.
MNAME	Text	20	A-Z, "-". No apostrophes. Upper Case only. (May be blank.)
POSTNAME	Text	3	A-Z, "-". No apostrophes. Upper Case only. (May be blank.)
DOB	Date		mm/dd/yyyy
EDULVLNO	Text	2	Grade Level. See EDULVLNO tab.
GENDER	Text	1	"M" or "F"
DSTID	Text	4	Town District of Residence. See DSTID tab.
CASEMANAGER	Text	3	2 or 3 letter initials
LNGNO	Text	2	Language. See LNGNO tab.
ORGID	Text	5	Supervisory Union. See ORGID tab.
CCORGID	Text	6	School/Facility. See CCORGID tab.
CUSNO	Text	1	Custody See CUSNO tab.
DIS1NO	Text	2	Primary Disability See DISNO tab.
DIS2NO	Text	2	Secondary Disability See DISNO tab. (May be blank.)
AUTNO	Text	1	Autism Spectrum. See AUTNO tab.
ADD	Text	1	"Y" or "N"
INITEVAL	Date		mm/dd/yyyy (May be blank.)
MOSTRECEVAL	Date		mm/dd/yyyy
IPEMEETINGDATE	Date		mm/dd/yyyy
MULTIYEARPLAN	Text	1	"Y" or "N"
CHCNO	Text	2	Child Count Funding Category. See CHCNO tab.
PLCNO	Text	2	Educational Environment/Placement. See PLCNO tab.
EXTNO	Text	1	Exit Reason. See EXTNO tab. (May be blank.)
EXITDATE	Date		mm/dd/yyyy (Must be blank if EXTNO is blank.)
ETHNO	Text	1	Ethnicity. "1" or "2". See ETHNO tab.
RACE_AMI	Text	1	American Indian or Alaska Native. "Y" or "N". At least one RACE field must be "Y" .
RACE_ASI	Text	1	Asian. "Y" or "N". At least one RACE field must be "Y" .
RACE_AFA	Text	1	Black or African American. "Y" or "N". At least one RACE field must be "Y" .
RACE_NAT	Text	1	Native Hawaiian or Other Pacific Islander. "Y" or "N". At least one RACE field must be "Y" .
RACE_WHT	Text	1	White. "Y" or "N". At least one RACE field must be "Y" .
ALTORGNAME	Text	55	A-Z, punctuation allowed. (May be blank.)

ALTORGADDRESS1	Text	55	A-Z, punctuation allowed, 0-9. (May be blank.)
ALTORGCITY	Text	55	A-Z, punctuation allowed. (May be blank.)
ALTORGSTATE	Text	2	A-Z. (May be blank.)
ALTORGZIP	Text	11	0-9, "-". (May be blank.)
NOTES	Text	255	All keyboard characters allowed.
PARTC	Text	1	"Y" OR "N"
PRIMARYCONTACTRIGHTS	Text	1	Parental Contact Rights. "Y" or "N".
PCRNO	Text	2	Parental Contact Role. See PCRNO tab.
PRIMARYCONTACTNAME	Text	70	A-Z, punctuation allowed.
PRIMARYCONTACTADDRESS	Text	55	A-Z, punctuation allowed, 0-9.
PRIMARYCONTACTCITY	Text	55	A-Z, punctuation allowed.
PRIMARYCONTACTSTATE	Text	2	A-Z.
PRIMARYCONTACTZIP	Text	11	0-9, "-".
PRIMARYCONTACTPHONE	Text	12	0-9, no punctuation.
COORDSERVPLAN	Text	1	Coordinated Service Plan. "Y" OR "N".
DDQUAL	Text	1	Developmental Delay Qualifying Domain. See DDQUAL tab.
ProgressMonitorMethod	Text	1	EEE progress monitoring methods. See MON tab.
EEE_EntryDate	Date		mm/dd/yyyy. EEE entry date.
OutcomeA_EntryScore	Text	1	Outcome A entry score. See OUT tab.
OutcomeB_EntryScore	Text	1	Outcome B entry score. See OUT tab.
OutcomeC_EntryScore	Text	1	Outcome C entry score. See OUT tab.
EEE_ExitDate	Date		mm/dd/yyyy. EEE exit date.
OutcomeA_ExitScore	Text	1	Outcome A exit score. See OUT tab.
OutcomeB_ExitScore	Text	1	Outcome B exit score. See OUT tab.
OutcomeC_ExitScore	Text	1	Outcome C exit score. See OUT tab.
OutcomeA_ProgressExit	Text	1	"Y" or "N." Outcome A progress at exit.
OutcomeB_ProgressExit	Text	1	"Y" or "N." Outcome B progress at exit.
OutcomeC_ProgressExit	Text	1	"Y" or "N." Outcome C progress at exit.

APPENDIX A: Importing an Excel File – cont.

This is what your file will look like before importing.



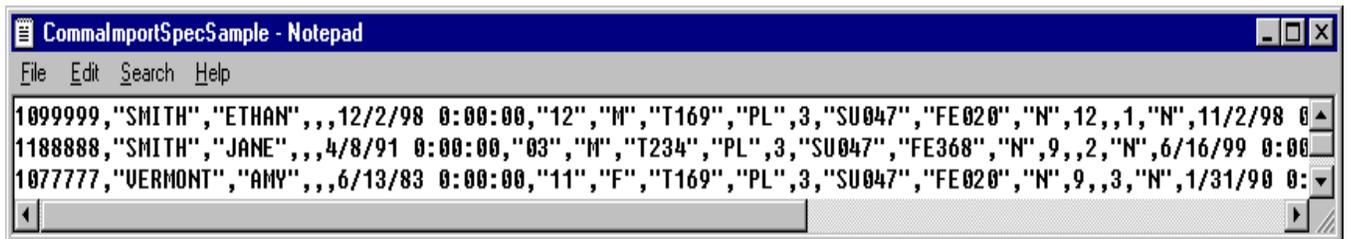
APPENDIX B: Importing a Comma Delimited File

Comma Delimited Import Table Constraints			
NOTE: Column order must be as appears below. All fields must have double quotes around data.			
Field Name	Data Type	Field Size	Acceptable Values
PERMNUMBER	Number(Long)	7	Assigned by VTAOE.
LNAME	Text	36	A-Z, "-". No apostrophes. Upper Case only.
FNAME	Text	20	A-Z, "-". No apostrophes. Upper Case only.
MNAME	Text	20	A-Z, "-". No apostrophes. Upper Case only. (May be blank.)
POSTNAME	Text	3	A-Z, "-". No apostrophes. Upper Case only. (May be blank.)
DOB	Date		mm/dd/yyyy
EDULVLNO	Text	2	Grade Level. See EDULVLNO tab.
GENDER	Text	1	"M" or "F"
DSTID	Text	4	Town District of Residence. See DSTID tab.
CASEMANAGER	Text	3	2 or 3 letter initials
LNGNO	Text	2	Language. See LNGNO tab.
ORGID	Text	5	Supervisory Union. See ORGID tab.
CCORGID	Text	6	School/Facility. See CCORGID tab.
CUSNO	Text	1	Custody See CUSNO tab.
DIS1NO	Text	2	Primary Disability See DISNO tab.
DIS2NO	Text	2	Secondary Disability See DISNO tab. (May be blank.)
AUTNO	Text	1	Autism Spectrum. See AUTNO tab.
ADD	Text	1	"Y" or "N"
INITEVAL	Date		mm/dd/yyyy (May be blank.)
MOSTRECEVAL	Date		mm/dd/yyyy
IEPMEETINGDATE	Date		mm/dd/yyyy
MULTIYEARPLAN	Text	1	"Y" or "N"
CHCNO	Text	2	Child Count Funding Category. See CHCNO tab.
PLCNO	Text	2	Educational Environment/Placement. See PLCNO tab.
EXTNO	Text	1	Exit Reason. See EXTNO tab. (May be blank.)
EXITDATE	Date		mm/dd/yyyy (Must be blank if EXTNO is blank.)
ETHNO	Text	1	Ethnicity. "1" or "2". See ETHNO tab.
RACE_AMI	Text	1	American Indian or Alaska Native. "Y" or "N". At least one RACE field must be "Y" .
RACE_ASI	Text	1	Asian. "Y" or "N". At least one RACE field must be "Y" .
RACE_AFA	Text	1	Black or African American. "Y" or "N". At least one RACE field must be "Y" .
RACE_NAT	Text	1	Native Hawaiian or Other Pacific Islander. "Y" or "N". At least one RACE field must be "Y" .
RACE_WHT	Text	1	White. "Y" or "N". At least one RACE field must be "Y" .

ALTORGNAME	Text	55	A-Z, punctuation allowed. (May be blank.)
ALTOGADDRESS1	Text	55	A-Z, punctuation allowed, 0-9. (May be blank.)
ALTOGRCITY	Text	55	A-Z, punctuation allowed. (May be blank.)
ALTOGSTATE	Text	2	A-Z. (May be blank.)
ALTOGZIP	Text	11	0-9, "-". (May be blank.)
NOTES	Text	255	All keyboard characters allowed.
PARTC	Text	1	"Y" OR "N"
PRIMARYCONTACTRIGHTS	Text	1	Parental Contact Rights. "Y" or "N".
PCRNO	Text	2	Parental Contact Role. See PCRNO tab.
PRIMARYCONTACTNAME	Text	70	A-Z, punctuation allowed.
PRIMARYCONTACTADDRESS	Text	55	A-Z, punctuation allowed, 0-9.
PRIMARYCONTACTCITY	Text	55	A-Z, punctuation allowed.
PRIMARYCONTACTSTATE	Text	2	A-Z.
PRIMARYCONTACTZIP	Text	11	0-9, "-".
PRIMARYCONTACTPHONE	Text	12	0-9, no punctuation.
COORDSERVPLAN	Text	1	Coordinated Service Plan. "Y" OR "N".
DDQUAL	Text	1	Developmental Delay Qualifying Domain. See DDQUAL tab.
ProgressMonitorMethod	Text	1	EEE progress monitoring methods. See MON tab.
EEE_EntryDate	Date		mm/dd/yyyy. EEE entry date.
OutcomeA_EntryScore	Text	1	Outcome A entry score. See OUT tab.
OutcomeB_EntryScore	Text	1	Outcome B entry score. See OUT tab.
OutcomeC_EntryScore	Text	1	Outcome C entry score. See OUT tab.
EEE_ExitDate	Date		mm/dd/yyyy. EEE exit date.
OutcomeA_ExitScore	Text	1	Outcome A exit score. See OUT tab.
OutcomeB_ExitScore	Text	1	Outcome B exit score. See OUT tab.
OutcomeC_ExitScore	Text	1	Outcome C exit score. See OUT tab.
OutcomeA_ProgressExit	Text	1	"Y" or "N." Outcome A progress at exit.
OutcomeB_ProgressExit	Text	1	"Y" or "N." Outcome B progress at exit.
OutcomeC_ProgressExit	Text	1	"Y" or "N." Outcome C progress at exit.

APPENDIX B: Importing a Comma Delimited File – cont.

This is what the file will look like before import.



APPENDIX C: Definitions – Data Fields

ADD/ADHD: The value “Yes” (Y) for students who are receiving special education and have a diagnosis as ADD or ADHD.

Autism Spectrum: The diagnosis for students who are receiving special education and have a diagnosis on the Autism Spectrum. Please select from the list of acceptable values given. If you have any questions concerning how to complete the Autism Spectrum field, please refer to “*Frequently Asked Questions*” in this packet, or contact Lucinda Morabito @ 479-1208. Please refer to “Data Field Code Values” on Appendix D for code definitions.

Birth date: The student’s date of birth in mm/dd/yyyy format.

Case Manager: The initials of the special educator who has been designated on the IEP as the IEP manager. Acceptable values include A through Z with a maximum length of 3 characters.

Child Count Category: The appropriate funding category for this student, as certified on the Assurance Form. Select from the list of values given. Please refer to “Data Field Code Values” on Appendix D for code definitions.

Coordinated Services Plan- a plan designed to coordinate the Educational and Human Services for children with high needs.

Custody Status: Select the appropriate custody status for this student. Please refer to “Data Field Code Values” on page 18 for code definitions.

Educational Location: The name of the school, program, or center that the student attends. Please select from the list given. Some selections may ask you to add the name of the school if it is an alternative placement.

Ethnicity: The student’s ethnicity, whether or not of Hispanic or Latino origin. Select from the list of values given.

Exit Date: The date in mm/dd/yyyy format that the student exited from special education and stopped receiving special education services.

Exit Code (Reason): The most appropriate reason why the student is no longer receiving special education services. Select from acceptable list of values given.

First Name: The student’s first name to a maximum of 20 characters. Acceptable values include characters A through Z, “-”. No apostrophes.

Gender: The student's gender. Acceptable values include male (M) or female (F).

Generation Code: The student's generation, e.g. II or Jr., to a maximum of 3 characters. Acceptable values include A through Z.

Grade: The student's appropriate grade placement. Select from the list of values given. Please refer to "Data Field Code Values" on Appendix D for code definitions.

IEP Meeting Date: The date of the meeting at which the most recent IEP was completed. Format mm/dd/yyyy.

Initial Evaluation Date: Enter the date of the meeting at which the initial eligibility was decided. Format mm/dd/yyyy.

Last Name: The student's last name to a maximum of 36 characters. Acceptable values include characters A through Z, "-". No apostrophes. Values must be in Upper Case only.

Middle Name: The student's middle name to a maximum of 20 characters. Acceptable values include A through Z, "-". No apostrophes.

Most Recent Evaluation: The date of the meeting at which eligibility was decided. (Do not enter the date that the next evaluation is due.) Format mm/dd/yyyy.

Multi-year Plan: Select Y (yes) or N (no) to indicate whether or not the student has a multi-year plan.

Placement: Select the educational environment that best indicates where the student is receiving services. All placement categories must be aligned with the child's age as of December 1, 2006. The appropriate placement categories are defined for children ages 3 through 5, and for children 6 to 21. Placements are to be considered in terms of placements due to the disability of the child. Select from acceptable list of values given. See the Child Count Program and Data Definition Manual for further explanation.

Primary Disability: The primary disability category (as defined in 2361 and 2362.1 of the Vermont Agency of Education Special Education Regulations) that was identified in the evaluation report. Please refer to "Data Field Code Values" on Appendix D for code definitions.

Primary Language: The primary language of the parent, legal guardian, or adult student. This indicates what language the Parental Rights should be in when presented to the parent, etc. Select from the list of values given.

Race: The appropriate race for the student, regardless of whether or not the student is of Hispanic origin. Select from the list of values given.

Secondary Disability: If applicable, a secondary disability category (as defined in 2361 and 2362.1 of the Vermont Agency of Education Special Education Regulations) that was identified in the evaluation report.

Student ID #: Unique 7 digit number assigned to each Vermont student by the Agency of Education. Districts cannot enter information into this field. Once the child count is verified, the districts will receive a diskette back with the ID numbers for each student. If a district needs an identification number for a student for paperwork purposes, please contact the IT unit at 479-1044.

Town: The name of the town that is educationally responsible for the student. Select from the list of values given.

APPENDIX D: Data Field Code Value

DISABILITY	
1	Learning Impairment
2	Hard of Hearing
3	Deaf
4	Speech or Language Impairment
5	Visual Impairment
6	Emotional Disturbance
7	Orthopedic Impairment
8	Other Health Impairment
9	Specific Learning Disability
10	Deaf-Blindness
11	Multiple disabilities
12	Developmental Delay
13	Traumatic Brain Injury
14	Autism

PLACEMENT	
1	Ages 6 to 21: Homebound/Hospital
3	Ages 6 to 21: Correctional Fac-UNDUPLICATED
7	Ages 6 to 21: Inside Reg Classroom < 40% of time
8	Ages 6 to 21: Inside Regular Classroom at least 80% of time
10	Ages 6 to 21: Inside Reg Class 40% to 79%of time
19	Ages 6 to 21: Resident Facility - Public or Private
20	Ages 6 to 21: Separate School: Public or Private
24	Ages 3 to 5: Not Attending SPED Prog; Services at home
25	Ages 3 to 5: Not Attending SPED Prog; Services at service provider location
26	Ages 3 to 5: In SPED Prog; Separate Class
27	Ages 3 to 5: In SPED Prog; Residential Facility
28	Ages 3 to 5: In SPED Prog; Separate School
29	Ages 3 to 5: Attends Reg EC Prog >10 hrs/wk and receives majority of service hrs in Reg EC Prog
30	Ages 3 to 5: Attends Reg EC Prog >10 hrs/wk and receives majority of service hrs in other location
31	Ages 3 to 5: Attends Reg EC Prog <10 hrs/wk and receives majority of service hrs in Reg EC Prog
32	Ages 3 to 5: Attends Reg EC Prog <10 hrs/wk and receives majority of service hrs in other location

CHILD COUNT CATEGORY	
2	Receiving Services on Services Plan
3	Unilateral Placement, No Services
4	IDEA-B (age 3-21)
6	IEP Paperwork out of compliance
7	ISP Paperwork out of compliance

GRADES	
EE	Early Education
KP	Kindergarten Part-time
KF	Kindergarten Full-time
01	1 st Grade
02	2 nd Grade
03	3 rd Grade
04	4 th Grade
05	5 th Grade
06	6 th Grade
07	7 th Grade
08	8 th Grade
09	9 th Grade
10	10 th Grade
11	11 th Grade
12	12 th Grade
AW	Adult Without a Diploma

EXIT REASONS	
1	Grad with Regular High School Diploma
2	Grad with a Certificate
3	Reached Maximum Age
4	Dropped Out
5	Transferred to Regular Education
6	Died
7	Moved, known to be continuing
9	Revocation of consent

LANGUAGE	
1	Cambodian
2	Chinese
3	English
4	Vietnamese
5	French
6	German
7	Spanish
8	Russian
9	Other

CUSTODY STATUS	
1	Parent(s)
2	Legal Guardian
3	Self (over 18)
4	SRS
5	Another State

AUTISM SPECTRUM	
0	None
1	Autistic Disorder
2	Asperger's Syndrome
3	Pervasive Developmental Disorder(PDD-NOS)
4	Rett's Syndrome
5	Childhood Disintegrative Disorder

PRIMARY CONTACT ROLE	
1	Parent
2	Adult Student
3	DCF
4	Ed. Surrogate
5	Foster Parent
6	Guardian